



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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AUDITOR-CONTROLLER

May 2, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – CHILDREN ARE OUR FUTURE, CHATSWORTH SITE, CLEVELAND SITE, CONSTANCE SITE, HARVEY SITE, HOWARD SITE, KEZIOS SITE, SAN JOSE SITE, SEARCY SITE AND TERRY SITE GROUP HOMES**

We have completed a review of Chatsworth Site, Cleveland Site, Constance Site, Harvey Site, Howard Site, Kezios Site, San Jose Site, Searcy Site and Terry Site Group Homes (Group Home or Agency) operated by Children Are Our Future, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Chatsworth and Constance Site Group Homes are each six-bed facilities, which provide care for girls ages 13-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Chatsworth Site was providing services for six Probation children. Constance Site was providing services for one DCFS child and five Probation children.

Cleveland, Harvey, Howard, Kezios, San Jose, Searcy and Terry Site Group Homes are each six-bed facilities, which provide care for boys ages 13-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Cleveland Site was providing services for one DCFS child and four Probation children. Harvey Site was providing services for six Probation children. Howard Site was providing services for one DCFS child and five Probation children. Kezios Site was providing services for one DCFS children and five Probation children. San Jose Site

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was providing services for two DCFS children and four Probation children. Searcy Site was providing services for six Probation children. Terry Site was providing services for one DCFS child and five Probation children.

Cleveland and Kezios Sites are located in the Third District. Chatsworth, Constance, Harvey, Howard, San Jose, Searcy and Terry Sites are located in the Fifth District.

### **Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

The Agency needs to address many deficient areas.

All nine Group Homes need to include all members of the treatment team in the development and implementation of the Needs and Services Plans. Additionally, the following are examples of the numerous deficiencies that need to be addressed by each group home:

- Chatsworth Site Group Home needs to replace the carpet throughout the home, maintain a sufficient supply of perishable foods and maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.
- Cleveland Site Group Home needs to provide sufficient lighting in the bedrooms, repair or replace the carpet in the master bedroom and maintain adequate documentation to show that children are receiving treatment services.
- Constance Site Group Home needs to trim the bushes and trees, repair the floor in the laundry area, replace window coverings and provide sufficient lighting in bedroom two.
- Harvey site Group Home needs to repair the kitchen burners, complete initial assessments in a timely manner and maintain current court authorizations for all children taking psychotropic medication.

- Howard Site Group Home needs to provide mattress pads on the beds in bedroom two, maintain a sufficient quantity of clothing for all children and encourage and assist children in creating and maintaining photo albums/life books.
- Kezios Site Group Home needs to repair the bathtub and provide all children with the required \$50 monthly clothing allowance.
- San Jose Site Group Home needs to repair the stove burner and provide age appropriate children with opportunities to participate in emancipation and vocational programs.
- Searcy Site Group Home needs to maintain appropriate landscape in the backyard, repair the fence, remove the writing from the exterior of the house, replace a broken window, clean and repair the kitchen drawers and provide children with the required minimum weekly allowance.
- Terry Site Group Home needs to replace window screens and window coverings, repair the dishwasher and the stove burner, repair the faucet, secure a cable wire and maintain a sufficient quantity of clothing for all children.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:dl

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Michael Linqata, Executive Director, Children Are Our Future  
Public Information Office  
Audit Committee

**Children Are Our Future  
Chatsworth Site  
10928 Remmet Avenue  
Chatsworth, California 91311  
Phone: (818) 709-3808  
License Number: 197600743  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Chatsworth Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the carpet throughout the home is dirty and worn.

Overall, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home has a sufficient supply of non perishable foods. However, there is not a sufficient supply of perishable fruits and vegetables.

**Recommendations**

**1. Children Are Our Future management:**

- a. Replace the carpet throughout the home.**
- b. Maintain a sufficient supply of perishable fruits and vegetables at all times.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. Children Are Our Future management:**

- a. **Include all members of the treatment team in the development and implementation of the NSPs.**
- b. **Maintain adequate documentation to show that children are receiving treatment services.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

There are no recommendations for this section.

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

There are no recommendations for this section.

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

The Group Home does not maintain a current court authorization for the one child taking psychotropic medication. There is no documentation to confirm that the child taking psychotropic medication is routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are not properly maintained.

### **Recommendations**

#### **3. Children Are Our Future management:**

- a. Maintain current court authorizations for the child taking psychotropic medication.

- b. **Maintain documentation to show that the child taking psychotropic medication is routinely seen by the prescribing psychiatrist.**
- c. **Maintain proper medication distribution logs for children taking psychotropic medication.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to

select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 4. Children Are Our Future management encourage and assist children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Cleveland Site  
17400 Blackhawk Street  
Granada Hills, California 91344  
Phone: (818) 709-3808  
License Number: 197606063  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Cleveland Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, window screens are missing from the sliding windows.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the window blinds in the main bathroom are damaged. The rear burners on the stove do not work, and the knobs are broken.

Overall, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, lighting in the bedrooms is not adequate, and the carpet in the master bedroom is stained.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Replace the missing screens on the sliding windows.**
- b. Replace the window blinds in the main bathroom.**
- c. Repair the burners and knobs on the stove.**

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- d. Provide sufficient lighting in the children's bedrooms.
- e. Repair or replace the carpet in the master bedroom.

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **2. Children Are Our Future management:**

- a. Include all members of the treatment team in the development and implementation of the NSPs.
- b. Maintain documentation to show that children are receiving treatment services.

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational

programs as appropriate.

### **Recommendations**

There are no recommendations for this section.

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

There are no recommendations for this section.

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

Children have current court authorizations for psychotropic medication. However, there is no documentation to confirm that children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

### **Recommendation**

- 3. Children Are Our Future management maintain documentation to show that children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 4. Children Are Our Future management encourage and assist children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Constance Site  
10033 Shoup Avenue  
Chatsworth, California 91311  
Phone: (818) 709-3808  
License Number: 197606393  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Constance Site Group Home is located in a residential community. Overall, the exterior of the Group Home is well maintained. The front and back yards are clean. However, the bushes and trees are overgrown.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the floor in the laundry area is water damaged.

The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture and storage space. Window screens are in good repair. However, in bedroom two, there are no window coverings, the closet door is missing a mirrored panel, and the lighting is inadequate. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Trim the bushes and trees.**
- b. Repair the floor in the laundry area.**
- c. Replace the window covering in bedroom two.**
- d. Replace the mirrored closet door panel in bedroom two.**

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- e. Provide sufficient lighting in bedroom two.

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long-term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

##### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

##### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

##### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

##### **Method of assessment – Review of relevant documents**

##### **Comments:**

Children have current court authorizations for psychotropic medication. However, there is no documentation to confirm that children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

##### **Recommendation**

- 3. Children Are Our Future management maintain documentation to show that children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

#### **VI. Personal Rights**

##### **Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**Children Are Our Future  
Harvey Site  
19600 Superior Street  
Northridge, California 91325  
Phone: (818) 709-3808  
License: 197601838  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Harvey Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the stove burners do not work properly and the knobs are missing.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Repair the burners.**
- b. Replace the control knobs.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. One child has been assessed for needed services within thirty days of placement. However, the other child's initial assessment was not completed within the first thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

#### **1. Children Are Our Future management:**

- a. Complete initial assessments within thirty days of placement.**
- b. Include all members of the treatment team in the development and implementation of the NSPs.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

All children taking psychotropic medication do not have current court authorizations. There is no documentation to confirm that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are not properly maintained.

### **Recommendations**

#### **2. Children Are Our Future management:**

- a. Maintain current court authorizations for all children taking psychotropic medication.**

- b. Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing physician.
- c. Properly maintain the medication distribution logs.

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to

select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. Children Are Our Future management encourage and assist children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Howard Site  
20463 Mayall Street  
Chatsworth, California 91311  
Phone: (818) 709-3808  
License Number: 1976006680  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Howard Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the left front burner on the stove does not work properly.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. However, the beds in bedroom two do not have mattress pads. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Repair the left front burner on the stove.**
- b. Provide mattress pads on the beds in bedroom two.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendation**

- 1. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

##### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

##### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

##### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

##### **Method of assessment – Review of relevant documents**

##### **Comments:**

All children taking psychotropic medication do not have current court authorizations for the psychotropic medication. There is no documentation to confirm that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

##### **Recommendations**

##### **2. Children Are Our Future management:**

- a. Maintain current court authorizations for all children taking psychotropic medications.**
- b. Maintain documentation to show that all children taking psychotropic medications are routinely seen by the prescribing psychiatrist.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality. However, neither child meets DCFS clothing standards for quantity. They are in need of socks, underwear, undershirts, slippers, pants, shirts, and sweatshirts or sweaters.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendations**

**3. Children Are Our Future management:**

- a. Maintain a sufficient quantity of clothing as needed to meet the DCFS clothing standards.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Kezios Site  
20440 Keswick Street  
Northridge, California 91324  
Phone: (818) 709-3808  
License Number: 197602059  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Kezios Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture in the Group Home. The Group Home provides a home-like environment. However, the lighting in the bathroom and dining room is not adequate. The caulk around the bathtub is worn and discolored in the main bathroom.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. Window coverings and window screens are in good repair. However, there is not adequate lighting in the bedrooms, and a dresser in the master bedroom is damaged. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Repair the caulk in the main bathroom.**
- b. Provide adequate lighting in the bathroom, dining room, and children's bedrooms.**
- c. Replace the dresser in the master bedroom.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

##### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

##### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

##### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

##### **Method of assessment – Review of relevant documents**

##### **Comments:**

All children taking psychotropic medication do not have current court authorizations for psychotropic medication. There is no documentation to confirm that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

##### **Recommendations**

##### **3. Children Are Our Future management:**

- a. Maintain current court authorizations for all children taking psychotropic medications.**
- b. Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing and items of necessity. One child receives the required \$50 monthly clothing allowance on a quarterly basis; however, one child has not received a clothing allowance for the past five months. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality. However, neither child meets DCFS clothing standards for quantity. They are in need of socks, underwear, undershirts, and shoes.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

### **Recommendations**

#### **4. Children Are Our Future management:**

- a. Provide all children with the required \$50 monthly clothing allowance.**
- b. Provide children with the clothing items needed to meet DCFS clothing standards for quantity.**
- c. Encourage and assist children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
San Jose Site  
10710 Melvin Avenue  
Northridge, California 91326  
Phone: (818) 709-3808  
License Number: 191221757  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

San Jose Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the right rear burner on the stove is not working.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, a dresser in bedroom three, and a headboard in bedroom two are marked with writing.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Repair the right burner on the stove.**
- b. Clean or replace the marked dresser and headboard.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are not provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendation**

- 3. Children Are Our Future management provide age appropriate children with opportunities to participate in emancipation and vocational programs.**

#### **IV. Recreation and Activities**

##### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

##### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

##### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

##### **Method of assessment – Review of relevant documents**

##### **Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

##### **Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

##### **Method of assessment – Interviews with children**

**Sample size: Two**

##### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff

supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

One child is encouraged and assisted in creating and maintaining a photo album/life book; however, the other child reports he has not been encouraged or assisted in maintaining a photo album/life book.

### **Recommendation**

- 4. Children Are Our Future management encourage and assist all children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Searcy Site  
10336 Variel Avenue  
Chatsworth, California 91311  
Phone: (818) 709-3808  
License Number: 197603968  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Searcy Site Group Home is located in a residential community. The exterior of the Group Home is not well maintained. The backyard is overgrown with weeds, and the lawn area near the house is dry. The rail fencing is weathered and has sections that are unattached and missing. The rear building has writing on the wall and a broken window.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the left burners on the stove do not operate properly, the kitchen drawers are dirty and the track is broken on four of the drawers.

Overall, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window screens are in good repair. However, the window blinds are broken in bedroom two, and the ceiling in bedrooms two and three are dirty. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Maintain appropriate landscape in the backyard.**
- b. Repair the fence around the yard.**

- c. Remove the writing from the rear building.
- d. Replace the broken window.
- e. Clean the kitchen drawers.
- f. Repair damaged drawer tracking.
- g. Repair the burners on the stove.
- h. Replace the window coverings in bedroom two.
- i. Clean the ceiling in bedrooms two and three.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendation**

- 2. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and

resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

One child is provided with opportunities to participate in emancipation and vocational programs. The other child reports he has never been provided with opportunities to participate in emancipation and vocational programs.

### **Recommendation**

- 3. Children Are Our Future management provide all age appropriate children with opportunities to participate in emancipation and vocational programs.**

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

**Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality. However, neither child meets DCFS clothing standards for quantity. Both children are in need of underwear, undershirts, pants, sweatshirts or sweaters, and slippers.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

One child is encouraged and assisted in creating and maintaining a photo albums/life book; however, the other child reports he has not been encouraged or assisted in maintaining a photo album/life book.

### **Recommendations**

#### **4. Children Are Our Future management:**

- a. Provide children with the clothing items needed to meet DCFS clothing standards for quantity.**
- b. Provide children with the required minimum weekly allowance.**
- c. Encourage and assist all children in creating and maintaining photo albums/life books.**

**Children Are Our Future  
Terry Site Group Home  
19646 Ballinger Street  
Northridge, California 91324  
Phone: (818) 709-3808  
License Number: 197601442  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Terry Site Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped. However, window screens are missing from the sliding windows of the staff quarters.

The common quarters of the Group Home are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, there are no window coverings in the TV room, and the blinds on the patio doors are damaged. The dishwasher and the kitchen stove right burner are not working. The faucet is leaking in bathroom one. A wire cable is hanging in the walk way.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Children Are Our Future management:**

- a. Replace the missing window screens.**
- b. Replace the damaged and missing window coverings.**

- c. Repair the dishwasher and the stove burner.
- d. Repair the g faucet in bathroom one.
- e. Secure the wire cable in the walk way.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long term goals. However, all members of the treatment team are not included in the development and implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

2. Children Are Our Future management include all members of the treatment team in the development and implementation of the NSPs.

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

There are no recommendations for this section.

## **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

There are no recommendations for this section.

## **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

### **Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

### **Recommendations**

There are no recommendations for this section.

## **VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality. One child meets DCFS clothing standards for quantity. However, the other child is in need of pants, undershirts, and slippers.

Children spend their allowances as they choose. However, children are not provided with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendations**

**3. Children Are Our Future management:**

- a. Provide all children with clothing as needed to meet DCFS clothing standards for quantity.**
- b. Provide children with the required minimum weekly allowance.**
- c. Encourage and assist children in creating and maintaining photo albums/life books.**



**Revised: 1-8-07**

## FAX TRANSMITTAL

DATE: November 7, 2006

TO: Dept. of Auditor Controller - 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Chatsworth Site/License # 197600743

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

### SECTION I

#### FACILITY AND ENVIRONMENT

##### 1. CAOF Management

- a. **Will replace the worn and dirty carpeting throughout the home**  
Spotted treated and entire carpet cleaned. Received bids for replacement, which were given to owner. To date, the owner has rejected the bids. As this is not a safety or health issues, CAOF will continue to clean the carpet until an agreement can be worked out with the owner. If CAOF is unable to reach an agreement with the owner within 90 days from the date of this CAP, CAOF will have the carpet replaced and negotiate payment with the owner.
- b. **Maintain a sufficient supply of perishable fruits and vegetables at all times**  
Done immediately. The Program Coordinator oversees the Facility Manager to ensure that all aspects of the Program are met per Title 22 and County requirements  
The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

### SECTION II

#### PROGRAM SERVICES

##### 2. CAOF Management

###### a. Include the treatment team in the development and implementation of the NSPs

Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

###### b. Provide children with treatment services identified in the NSP.

NSPs to be reviewed at Treatment Teams to ensure that the resident is receiving services as designated in the NSP. The Case Manager Supervisor will oversee the review of the NSPs and work with the Case Managers to ensure that all aspects are followed.

**SECTION V  
PSYCHOTROPIC MEDICATION****3. CAOF Management****a. Maintain current court authorization for all children prescribed psychotropic medication.**

All staff are instructed on the proper distribution of medication and are instructed that no child is to be given medication without the proper documentation. Children are seen by a psychiatrist to determine if psychotropic medication is needed. If needed, the doctor completes a Psychotropic Medication Authorization (PMA) and it is faxed to the court by the CAOF Administrative Assistant. The fax transmittal sheet is attached to the PMA and a copy is given to the Facility Manager and also filed in the residents' file and psychotropic authorization book. Once authorized a prescription is completed and faxed to Medical Center Pharmacy by the CAOF Administrative Assistant with a copy attached to the doctor's notes. The Pharmacy notifies the Facility Manager when the medication is ready for pick-up.

**b. Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

**c. Maintain proper medication distribution logs for children taking psychotropic medication**

The system has been updated so that the Case Manager reviews all medication logs during the weekly Treatment Teams.

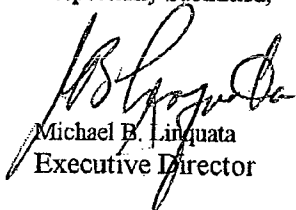
**SECTION VII****4. CAOF MANAGEMENT will encourage and assist children in creating and updating Lifebook.**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linguata  
Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller - 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Cleveland Site/License # 197606063

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Replace the missing screens on the sliding windows**  
Completed before 10-15-06 by CAOF maintenance personnel. Reviewed by Facility Manager to ensure completed.
  - b. **Replace the window blinds in the main bathroom**  
Completed before 10-15-06 by CAOF maintenance personnel. Reviewed by Facility Manager to ensure completed.
  - c. **Repair the burners and knobs on the stove**  
Completed before 10-15-06 by CAOF maintenance personnel. Reviewed by Facility Manager to ensure completed.
  - d. **Provide sufficient lighting in the children's bedrooms**  
Completed before 10-15-06 by replacing missing light bulbs. The Facility Manager inspects the site daily for these items.
  - e. **Repair or replace the carpeting in the master bedroom**  
Spot treated and cleaned. CAOF has contacted the owner of this property regarding the carpet. The owner stated that overall the carpet is in good condition and therefore unwilling to replace the carpet. As this is not a safety or health issue, CAOF will continue to spot treat and clean the area until we are able to reach an agreement with the owner. If an agreement is not reached with the owner within 90 days, CAOF will either patch the carpet area in question or replace that room's carpet and negotiate the payment with the owner.

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program

Cleveland Site/License # 197600743

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Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- |     |                  |  |
|-----|------------------|--|
| 1). | Safety           | [These items are given priority and completed immediately] |
| 2). | Projects         | [These items are given a target completion date]           |
| 3). | Special Requests | [These items are completed as necessary]                   |

## SECTION II PROGRAM SERVICES

### 2. CAOF Management

a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties (including the Facility Manager who arranges to have the resident attend) involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

b. **Provide children with treatment services identified in the NSP.**

NSPs to be reviewed at Treatment Teams to ensure that the resident is receiving services as designated in the NSP. The Case Manager Supervisor will oversee the review of the NSPs and work with the Case Managers to ensure that all aspects are followed.

## SECTION V PSYCHOTROPIC MEDICATION

### 3. CAOF Management

a. **Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

## SECTION VII

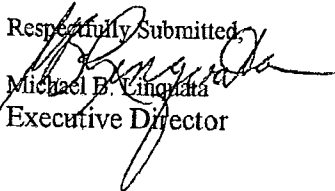
### 4. **CAOF MANAGEMENT will encourage and assist children in creating and updating Lifebook.**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,

  
Michael B. Vinograd

Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller – 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Constance Site/License # 197606393

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Landscape the exterior ground**  
Repaired the sprinklers, pulled weeds in the front of the property. Trimmed all overgrown trees. The grounds were reseeded. The gardener maintains the landscape on a weekly basis.
  - b. **Repair the flooring in the laundry area**  
Completed on 10-24-06 by CAOF maintenance personnel.
  - c. **Replace the window covering in bedroom two**  
Completed on 10-24-06 by CAOF maintenance personnel
  - d. **Replace the mirrored closet door panel in bedroom two**  
Completed on 10-27-06 by CAOF maintenance personnel
  - e. **Provide sufficient lighting in bedroom two.**  
Completed on 10-27-06 by Facility Manager. Reading light will be provided if overhead lighting shows to be insufficient.

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- |                      |  |
|----------------------|--|
| 1). Safety           | [These items are given priority and completed immediately] |
| 2). Projects         | [These items are given a target completion date]           |
| 3). Special Requests | [These items are completed as necessary]                   |

Constance Site/License # 197606393

Page 2

**SECTION II  
PROGRAM SERVICES****2. CAOF Management**

a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

**SECTION V  
PSYCHOTROPIC MEDICATION****3. CAOF Management**

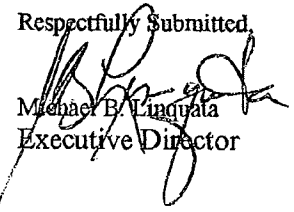
a. **Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. The Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,

  
Michael B. Linguata  
Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller -- 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Harvey Site/License # 197601838

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Repair the burners**  
Completed on 10-23-06 by Angel Appliance Service Center
  - b. **Replace missing control knobs**  
Completed on 10-23-06 by Angel Appliance Service Center

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

**SECTION II****PROGRAM SERVICES**

2. **CAOF Management**
  - a. **Complete initial assessments within thirty days of placement:**  
The system has been updated and the database utilized and followed more closely by the Case Manager Supervisor to ensure that all assessments are completed in a timely fashion.
  - b. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax

transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

## SECTION V

### PSYCHOTROPIC MEDICATION

#### 3. CAOF Management

##### a. Maintain current court authorization for all children prescribed psychotropic medication.

All staff are instructed on the proper distribution of medication and are instructed that no child is to be given medication without the proper documentation. Children are seen by a psychiatrist to determine if psychotropic medication is needed. If needed, the doctor completes a Psychotropic Medication Authorization (PMA) and it is faxed to the court by the CAOF Administrative Assistant. The fax transmittal sheet is attached to the PMA and a copy is given to the Facility Manager and also filed in the residents' file and psychotropic authorization book. Once authorized a prescription is completed and faxed to Medical Center Pharmacy by the CAOF Administrative Assistant with a copy attached to the doctor's notes. The Pharmacy notifies the Facility Manager when the medication is ready for pick-up.

##### b. Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

##### c. Maintain proper medication distribution logs for children taking psychotropic medication

The system has been updated so that the Case Manager reviews all medication logs during the weekly Treatment Teams.

## SECTION VII

### CLOTHING AND ALLOWANCE

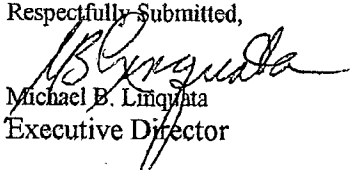
#### 4. CAOF MANAGEMENT will encourage and assist children in creating and updating Lifebook.

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,

  
Michael B. Linquist  
Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller – 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Howard Site/License # 1976006680

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Repair the left front burner on the stove**  
Completed 10-23-06 by Angel Appliance Service Center
  - b. **Provide mattress pads in bedroom two**  
Mistakenly turned into the Linen Service from time to time. Night Supervisor to retrain staff. The pads were replaced immediately.

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- |     |                  |  |
|-----|------------------|--|
| 1). | Safety           | [These items are given priority and completed immediately] |
| 2). | Projects         | [These items are given a target completion date]           |
| 3). | Special Requests | [These items are completed as necessary]                   |

**SECTION II****PROGRAM SERVICES**

2. **CAOF Management**
  - a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the

resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

## **SECTION V PSYCHOTROPIC MEDICATION**

### **3. CAOF Management**

#### **a. Maintain current court authorization for all children prescribed psychotropic medication.**

All staff are instructed on the proper distribution of medication and are instructed that no child is to be given medication without the proper documentation. Children are seen by a psychiatrist to determine if psychotropic medication is needed. If needed, the doctor completes a Psychotropic Medication Authorization (PMA) and it is faxed to the court by the CAOF Administrative Assistant. The fax transmittal sheet is attached to the PMA and a copy is given to the Facility Manager and also filed in the residents' file and psychotropic authorization book. Once authorized a prescription is completed and faxed to Medical Center Pharmacy by the CAOF Administrative Assistant with a copy attached to the doctor's notes. The Pharmacy notifies the Facility Manager when the medication is ready for pick-up.

#### **b. Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**

The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

## **SECTION VII**

### **4. CAOF MANAGEMENT will**

#### **a. Maintain a sufficient quantity of clothing as needed to meet the DCFS clothing standards:**

Items were purchased to bring all residents in question to bring their clothing up to DCFS standards, if still residing in our facility. Policy for CAOF is to ensure that Residents receive \$150.00 for clothing needs quarterly. Residents receive and sign documentation acknowledging the quarterly receipt of clothing funds (sample attached). Residents are supervised during their shopping in order that items purchased are within the guidelines of current regulations as well as the residents' requests. When a resident is on homepass, all clothing items are logged out and the list reviewed upon return.

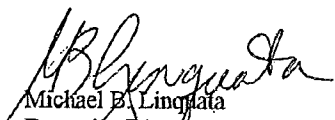
#### **b. Encourage and assist children in creating and updating Lifebook:**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,

  
Michael B. Linggata  
Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller - 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Kezios Site/License # 197602059

PAGES(including face sheet):

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Re-caulk the bathtub in the main bathroom**  
Completed 10-19-06 by CAOF maintenance personnel.
  - b. **Provide adequate lighting in the children's bedrooms**  
Lighting was not sufficient due to missing or burned out light bulbs. Replaced. Staff retrained to replace immediately if found during inspections.
  - c. **Replace the damaged dresser in the master bedroom**  
Replaced with new dresser purchased through Furniture Gallery on 10-19-06
  - d. **Replace the damaged dresser in bedroom 2**  
Replaced with new dresser purchased through Furniture Gallery on 10-19-06

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

Kezios Site/License# 197602059

Page 2

- |     |                  |  |
|-----|------------------|--|
| 1). | Safety           | [These items are given priority and completed immediately] |
| 2). | Projects         | [These items are given a target completion date]           |
| 3). | Special Requests | [These items are completed as necessary]                   |

## **SECTION II PROGRAM SERVICES**

2. **CAOF Management**
  - a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties (including the Facility Manager who arranges to have the resident attend) of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

## **SECTION V PSYCHOTROPIC MEDICATION**

3. **CAOF Management**
  - a. **Maintain current court authorization for all children prescribed psychotropic medication.**  
All staff are instructed on the proper distribution of medication and are instructed that no child is to be given medication without the proper documentation. Children are seen by a psychiatrist to determine if psychotropic medication is needed. If needed, the doctor completes a Psychotropic Medication Authorization (PMA) and it is faxed to the court by the CAOF Administrative Assistant. The fax transmittal sheet is attached to the PMA and a copy is given to the Facility Manager and also filed in the residents' file and psychotropic authorization book. Once authorized a prescription is completed and faxed to Medical Center Pharmacy by the CAOF Administrative Assistant with a copy attached to the doctor's notes. The Pharmacy notifies the Facility Manager when the medication is ready for pick-up.
  - b. **Maintain documentation to show that all children taking psychotropic medication are routinely seen by the prescribing psychiatrist.**  
The system has been revised and CAOF now works with Mission City Clinic to ensure that all documentation is completed in a timely fashion and maintained on file. A psychiatrist on a monthly basis sees all residents that are taking psychotropic medication. The administrative assistant notifies the Facility Manager via memo of the appointment date and time. The Receptionist places a follow-up call to the Facility Manager of the date and time the day before the appointment. Administrative Assistant keeps copies of the memos and progress notes on file in the Administrative Offices.

## **SECTION VII**

4. **CAOF MANAGEMENT will**
  - a. **Provide all children with the required \$50.00 monthly clothing allowance.**  
Policy for CAOF is to ensure that Residents receive \$150.00 for clothing needs quarterly. Residents receive and sign documentation acknowledging the quarterly receipt of clothing funds (sample attached).

Kezios Site/License# 197602059

Page 3

**b. Provide children with the clothing items needed to meet DCFS clothing standards for quantity.**

Items were purchased to bring all residents in question to bring their clothing up to DCFS standards, if still residing in our facility. Residents are supervised during their shopping in order that items purchased are within the guidelines of current regulations as well as the residents' requests. When a resident is on homepass, all clothing items are logged out and the list reviewed upon return.

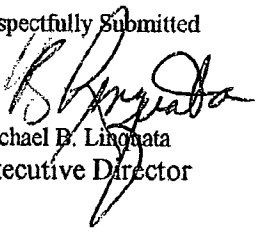
**c. Encourage and assist children in creating and updating Lifebook.**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted



Michael B. Linchata  
Executive Director



**Revised: 1-8-07**

## FAX TRANSMITTAL

DATE: November 7, 2006

TO: Dept. of Auditor Controller – 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: San Jose Site/License # 191221757

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

### SECTION I

#### FACILITY AND ENVIRONMENT

1. **CAOF Management**
  - a. **Repair the right burner on the stove**  
Angel appliance repaired this item the end of October 2006.
  - b. **Refinish or replace the marked dresser and headboard**  
The dresser and headboard were replaced by Furniture Gallery on 10-19-06.

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- |     |                  |  |
|-----|------------------|--|
| 1). | Safety           | [These items are given priority and completed immediately] |
| 2). | Projects         | [These items are given a target completion date]           |
| 3). | Special Requests | [These items are completed as necessary]                   |

### SECTION II

#### PROGRAM SERVICES

2. **CAOF Management**
  - a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties (including the Facility Manager who arranges to have the resident attend) involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

San Jose/ License # 191221757

Page 2

**SECTION III****EDUCATIONAL AND EMANCIPATION SERVICES**

3. **CAOF Management provide children with the opportunity to participate in emancipation and vocational programs:**

The Program Coordinator will monitor the Facility Manager to ensure that the requirements of this part of the program remains in accordance with the Statement of Work by providing the opportunity to participate in ILP, ESTEP, vocational training, etc. according to the age and needs of the child.

**SECTION VII**


4. **CAOF MANAGEMENT will encourage and assist children in creating and updating Lifebook.**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. – then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,



Michael B. Linquata  
Executive Director



**Revised: 1-8-07**

## **FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller – 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Searcy Site/License # 197603968

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

### **SECTION I**

#### **FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Remove the weeds from the rear of the property**  
Agency gardener instructed and completed on 10-19-06. The gardener tends to the yards on a weekly basis and removes weeds in back area as needed (not used by residents – area was formerly used as a place to house horses).
  - b. **Maintain the backyard lawn area**  
Agency gardener instructed to focus more on the maintenance of the lawn area and does so on a weekly basis.
  - c. **Repair the rail fencing around the yard**  
Completed on 10-20-06 by CAOF maintenance personnel and reviewed by the Program Coordinator for completion.
  - d. **Remove the writing from the rear building, and replace the broken window**  
Completed on 11-1-06 by CAOF maintenance personnel and reviewed by the Program Coordinator for completion.
  - e. **Clean the kitchen drawers**  
Completed immediately by the Facility Manager and reviewed by the Program Coordinator for completion.
  - f. **Repair damaged drawer tracking**  
Completed 11-14-06 by CAOF maintenance personnel and reviewed by the Facility Manager for completion.

Searcy Site/License # 197603968

Page 2

- g. **Repair the burners on the stove**  
Angel Appliance inspected stove and ordered part. To date the part has not been received- will be installed upon delivery of part by Angel Appliance.
- h. **Replace the window covering in bedroom two**  
Completed 11-14-06 by CAOF maintenance personnel and reviewed by Facility Manager for completion.
- i. **Clean the ceiling in bedrooms two and three**  
Completed 11-14-06 by the Facility Manager. The Facility Manager inspects the site daily for damages and cleanliness. If damage is found or the site is found to be in need of cleaning, the Facility Manager assigns the task to a CCW for completes the task him/herself. The site is reviewed by the Program Coordinator on a monthly basis.

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

## SECTION II PROGRAM SERVICES

- 2. **CAOF Management**
  - a. **Include the treatment team in the development and implementation of the NSPs**  
Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties (including the Facility Manager who arranges to have the resident attend) involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

## SECTION III EDUCATION AND EMANCIPATION SERVICES

- 3. **CAOF Management will provide all children with the opportunity to participate in emancipation and vocational programs.**  
The Program Coordinator will monitor the Facility Manager to ensure that the requirements of this part of the program remains in accordance with the Statement of Work by providing the opportunity to participate in ILP, ESTEP, vocational training, etc. according to the age and needs of the child.

## SECTION VII

- 4. **CAOF MANAGEMENT will**
  - a. **Provide children with the clothing items needed to meet DCFS clothing standards for quantity.**  
Items were purchased to bring all residents in question to bring their clothing up to DCFS standards, if still residing in our facility. Policy for CAOF is to ensure that Residents receive \$150.00 for clothing needs quarterly. Residents receive and sign documentation acknowledging the quarterly receipt of clothing funds (sample attached). Residents are supervised during their shopping in order that items purchased are within the guidelines of current regulations as well as the residents' requests. When a resident is on homepass, all clothing items are logged out and the list reviewed upon return.

**b. Provide children with the required minimum weekly allowance**

All residents found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. If the resident was no longer in placement at our facility, we will review the allowance sheet and process the balance through the Placement Worker. This Facility Manager was retrained by the Executive Director on the correct weekly amount. CAOF policy is that Facility Managers are to complete weekly allowance sheets with the residents with a minimum of \$8.00 per weekly base. The residents sign that they have received their allowance and the forms are submitted to the main office for filing in the accounting office. To ensure that this error does not happen in the future the accounting office will review the allowance sheets more closely rather than spot check it forms.

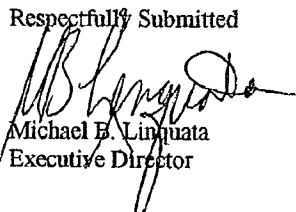
**c. Encourage and assist children in creating and updating Lifebook.**

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted



Michael B. Linguata  
Executive Director

**Revised: 1-8-07****FAX TRANSMITTAL**

DATE: November 7, 2006

TO: Dept. of Auditor Controller - 213.346.9020

ATTENTION: Candace Rhue, Group Home Audit Supervisor

FROM: Sandra Harris, Office Manager

Re: Terry Site/License # 197601442

PAGES(including face sheet):

The following will address the Corrective Action Plan for the above captioned site as stated in your letter dated October 12, 2006, and will specifically address the following:

**SECTION I****FACILITY AND ENVIRONMENT**

1. **CAOF Management**
  - a. **Replace the missing window screens**  
Completed 10-16-06. The screens were installed by our maintenance personnel and overseen by the Program Coordinator for completion.
  - b. **Replace the damaged and missing window coverings**  
Completed 10-16-06 by CAOF maintenance personnel.
  - c. **Repair the dishwasher and the stove burner**  
Completed by Angel Appliances 10-16-06
  - d. **Repair the leaking faucet in bathroom one**  
Completed 10-16-06 by CAOF maintenance personnel
  - e. **Secure the wire cable at the entryway.**  
Completed 10-16-06 by CAOF maintenance personnel

The facility and environment is monitored daily by the Facility Manager. It is the responsibility of the Facility Manager and Program Coordinator to monitor the cleanliness and standard of living at the site. This is maintained through weekly visitations and use of the 'Group Home Administrative Assessment' form. This is also a standard agenda item during the weekly Site Administrator meeting with the Program Director. The Program Director meets weekly with the Site Administrators and Facility Managers to discuss site concerns. Facility Managers are instructed to list repair needs on a Maintenance Form with the following priorities.

- 1). Safety [These items are given priority and completed immediately]
- 2). Projects [These items are given a target completion date]
- 3). Special Requests [These items are completed as necessary]

Terry Site/License # 197601442

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The requests are submitted to the Executive Director and are assigned to maintenance personnel in order of importance. Once the repair is completed, the requests is initiated by the Facility Manager and the Maintenance personnel and returned to the Executive Director to log.

## SECTION II PROGRAM SERVICES

### 2. CAOF Management

#### a. Include the treatment team in the development and implementation of the NSPs

Attached you will find a sample of the fax transmittal designed to invite/inform all parties of the treatment team date/time in order to participate in the creation of the NSP. The Case Manager sends the invitation to all parties involved and files the invitation and fax transmittal verification in the resident's case file. The documentation becomes part of the resident's NSP and is reviewed by the Case Manager Supervisor prior to sending the documentation to the child's PO/CSW.

## SECTION VII

### 3. CAOF MANAGEMENT

#### a. Provide all children with clothing as needed to meet DCFS clothing standards for quantity.

Items were purchased to bring all residents in question to bring their clothing up to DCFS standards, if still residing in our facility. Policy for CAOF is to ensure that Residents receive \$150.00 for clothing needs quarterly. Residents receive and sign documentation acknowledging the quarterly receipt of clothing funds (sample attached). Residents are supervised during their shopping in order that items purchased are within the guidelines of current regulations as well as the residents' requests. When a resident is on homepass, all clothing items are logged out and the list reviewed upon return.

#### b. Provide children with the required minimum weekly allowance

All residents found to be under the minimum rate were reimbursed the balance of their allowance to bring them to the minimum of \$8.00 per week. If the resident was no longer in placement at our facility, we will review the allowance sheet and process the balance through the Placement Worker. CAOF policy is that Facility Managers are to complete weekly allowance sheets with the residents with a minimum of \$8.00 per weekly base. The residents sign that they have received their allowance and the forms are submitted to the main office for filing in the accounting office. To ensure that this error does not happen in the future the accounting office will review the allowance sheets more closely rather than spot check the forms.

#### c. Encourage and assist children in creating and updating Lifebook.

The system has been updated so that the child will receive his/her Lifebook from the Case Manager at Intake and given encouragement and instruction on how to use the Lifebook. - then Monthly groups will be held with a staff assigned to assist the child (1:3 ratio) in updating the book. This process will be recorded on the 'Group Form' (attached). Facility Managers will assign staff and review the Group Forms during Treatment Team with the Case Manager assigned to the site.

All CAPs are reviewed by the Executive Director and Program Director. The Program Director works with the Program Coordinators to ensure that all CAP items are completed, reviewed and maintained by reviewing items on a weekly basis with the Facility Managers until the CAPed items become part of the daily routine of the site. If training or re-training is needed, it is arranged by the Program Director.

If you have any further questions, please do not hesitate to call.

Respectfully Submitted,

  
Michael B. Linguata  
Executive Director